

APPLICATION FOR A CERTIFIED COPY— MICHIGAN DEATH RECORD

Michigan Department of Health and Human Services

PART 1 – APPLICANT INFORMATION (PERSON FILLING OUT THIS FORM)

Applicant's
First Name _____ Middle _____ Last _____
Mailing
Address _____ City _____ State _____ Zip _____
Daytime Phone w/ area code *Required _____ Email _____

PART 2 – DEATH INFORMATION (TO LOCATE RECORD ON FILE)

The name of the person on record and **year of death** are required in order to complete the search. Do not leave these areas blank. If the month and day of death are unknown, we will search the entire year you provide. If you need additional years searched, please see **Part 5** for fee information.

NAME OF DECEASED (at time of death)			First	Middle	Last
DATE OF DEATH (mm/dd/year)		DATE OF BIRTH (mm/dd/year)			
DECEASED'S PLACE OF DEATH		City	County	State	
DECEASED'S SEX		Male <input type="checkbox"/> Female <input type="checkbox"/>		DECEASED'S SOCIAL SECURITY NUMBER ____ - ____ - _____	
ANY SPELLING VARIATIONS OF DECEASED'S NAME					
DECEASED'S PARENT'S NAME			DECEASED'S PARENT'S NAME		
First	Middle	Last	First	Middle	Last
DECEASED'S PLACE OF BIRTH		City	County	State	

PART 3 – PURPOSE OF REQUEST

PART 4 – APPLICANT SIGNATURE (PERSON FILLING OUT THIS FORM)

By signing, I understand I am agreeing to pay for a search of State of Michigan Vital Records. This does not guarantee that a record will be found. Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties. Per MCL 333.2894(b) and 445.65.

Your Signature:

(Must be original in ink, by hand) _____ Date: _____

PART 5 – PAYMENT

Application Fee includes one Certified Copy or a No-Find Letter

Base Fee (Includes one year search) Must check one → <input type="checkbox"/> Short Form (without medical info.)	<input type="checkbox"/> Long Form (with medical info.)	\$34.00	\$
Additional Years to Search (If exact death year is unknown)	Specify Years _____	\$12.00 per year	\$
Additional Certified Copies	Specify Quantity _____	\$16.00 each	\$
Expedited "Rush" Processing	Reduces in-office time. (Does not affect mail time to/from our office)	\$12.00 additional	\$
CHECK or MONEY ORDER made out to the "State of Michigan" (Request will not be processed if payment is not included in envelope)	Total Amount Enclosed		\$

SEE NEXT PAGE FOR PROCESSING TIMES AND MAILING ADDRESS

REQUESTING A MICHIGAN DEATH RECORD

The Michigan Vital Records Office has records of deaths that occurred in Michigan and were **filed** with the state since **1867**. Some records were not filed with the state; some records are missing from the pre-1906 files. Death records are not restricted documents in Michigan. Anyone can request that a search be conducted if the application is completed, signed, and submitted with the required fee paid.

Short Form versus Long Form – A short form record includes pertinent facts of who is deceased, when and where the death occurred, but no medical information or manner of death. A long form record includes the full death registration including the medical conditions reported and other circumstances which led to death.

PROCESSING TIMES FOR MAILED REQUESTS

REGULAR SEARCH

Approximately 4 to 6 weeks of in-office processing time, depending on volume of requests received. Then sent via regular mail.

EXPEDITED “RUSH” SEARCH

Approximately 2 to 3 weeks of in-office processing time, depending on volume of requests received. Then sent via regular mail.

ADDITIONAL INFORMATION: Results are sent USPS First Class Mail, Pre-Paid envelopes will NOT be accepted

If you find that the above processing times do not meet your needs, please visit www.michigan.gov/vitalrecords or call our Eligibility Unit at **517-335-8666** to speak with a customer service representative about available options.

MAIL APPLICATION (WITH CHECK OR MONEY ORDER)

REGULAR MAIL TO:
Vital Records Requests
P.O. Box 30721
Lansing MI 48909

RUSH MAIL TO:
Vital Records RUSH
P.O. Box 30721
Lansing MI 48909

ALTERNATIVE ORDERING OPTIONS

ONLINE

Visit www.michigan.gov/vitalrecords to place an online order via VitalChek. There is an additional \$14.00 processing fee.

There is an optional UPS Air delivery fee of \$19.75, Rush processing would also be added, and the record would be received in approx. 1 to 3 business days.

A credit or debit card is required for payment at the time of ordering online. VitalChek is the **ONLY** authorized service provider for online ordering for the State of Michigan Vital Records Office.

PHONE

Call **866-443-9897** to place a phone order via VitalChek. There is an additional \$14.00 processing fee.

There is an optional UPS Air delivery fee of \$19.75, Rush processing would also be added, and the record would be received in approx. 1 to 3 business days.

A credit or debit card is required for payment at the time of placing your phone order. VitalChek is the **ONLY** authorized service provider for the State of Michigan Vital Records Office.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political belief, or disability.

DCH-0569-DX (Rev. 5-23) By Authority of MCL 333.2882(1)(a)(b) and MCL 333.2891(1-4) (8)